

# **KANSAS CITY, MISSOURI EMERGENCY OPERATIONS PLAN**

## **Annex G: Resource Management**

**September 2014**

## KANSAS CITY, MISSOURI RESOURCE MANAGEMENT PLAN

Primary (lead) Departments:	General Services Department
Secondary (support) Departments:	Finance Department Other City departments as required
Secondary (support) External Agencies:	Mutual Aid

### **I. PURPOSE**

The purpose of this Annex is to provide guidance and outline procedures for efficiently and effectively categorizing, ordering, dispatching, tracking and recovering resources. Resources include personnel, facilities, equipment and supplies needed to support incident operations and personnel.

### **II. PLANNING ASSUMPTIONS**

- A. The supply and availability of resources during a major emergency or disaster may be severely restricted. If the need outpaces supply, all City departments will allocate essential resources based on the priorities of life safety, incident stabilization, property conservation and environmental concerns.
- B. Each department will conduct preplanning to determine what resources will be needed to support departmental emergency operations, and to the extent feasible, will stockpile supplies and material that will be urgently needed or in short supply during a major emergency or disaster.
- C. Normal purchasing, contracting and acquisition rules and procedures will apply, unless waived in accordance with Chapter 3, Section 3-7 of the Kansas City, Missouri Code of Ordinances, or by a Proclamation of a State of Emergency. Irrespective of the preceding, all City departments will make reasonable attempts to minimize unnecessary purchasing or contracting, and will maintain appropriate control of supplies and material.
- D. Resource and supply operations will be coordinated with the EOC during major emergencies and disasters.
- E. Each department will maintain records documenting the use and disposition of essential resources and material used during a major emergency or disaster on standardized city forms provided in AR 1-24.
- F. If the emergency response period lasts more than 72 hours, outside assistance may be required.

### **III. LEGAL AUTHORITIES**

- A. Charter of Kansas City, Missouri (Adopted August 8 2006), Article XII, Section 1211 – Contracts.
- B. Chapter 3, Sections 3-1 through 3-7 of the Kansas City, Missouri Code of Ordinances
- C. Administrative Regulation (AR)
  - 1. 1-24 Disaster Documentation
  - 2. 3-01 Emergency Purchases
  - 3. 3-21 Contract and Procurement Policies and Procedures

### **IV. ORGANIZATION AND RESPONSIBILITIES**

- A. Departmental Responsibilities
  - 1. General Services Department (GSD)

The GSD is responsible for the acquisition, allocation, and - within the EOC - monitoring of resources and supplies during major emergencies and disasters. GSD ensures that contracts with outside vendors include clauses for procurement of resources during an emergency (unless such clauses are unnecessary given the scope of goods and/or services). GSD is responsible for maintaining a list with contact information for those vendors.
  - 2. All Other City Departments

All other city departments are responsible for conducting pre-incident planning. Coordinating with GSD Central Procurement (as applicable), all city departments will procure, acquire, allocate, manage, and monitor resources and material once in the City Department's possession in accordance with City policy and operation objectives.

### **III. CONCEPT OF OPERATIONS**

- A. Logistics Support

The Emergency Management Director (EMD) (or when activated the Unified Management Team (UMT)) or designee will activate the Logistics Support function within the EOC as needed. The GSD will assign a representative, usually from Procurement Services Division, to the EOC to provide support to the on-scene Logistic Section Chief and coordinate logistical needs within the EOC. The Logistics Support representative may:

  - 1. Provide Logistical Support
    - a. Assist in locating suppliers and vendors for products and services.
    - b. Activate mutual aid to obtain additional resources.
    - c. Contact private entities to identify and obtain resources.
    - d. Serve as the Single Point for resource request submission and approval or coordinate information between Multiple Point ordering systems.

- e. Handle expedited contract bidding and purchase order awards.
- 2. Provide Resource Coordination
  - a. Completing resource status and tracking reports.
  - b. Documenting resource use.
  - c. Ensure compliance with city policy and procedures.
  - d. Conduct resource typing in compliance with FEMA guidelines.
- 3. Make Resource Allocation Recommendations Based on Incident Priorities

In the event that resources are in short supply, the EOC Logistics Support representative will allocate resources in a manner that best obtains critical incident objectives in a priority order.

**B. Finance/Admin Support**

The EMD or designee (or when activated the UMT) will activate the Finance/Admin Support function within the EOC as needed. A representative of Finance may be assigned to the EOC to provide assistance with financial issues within the EOC. The EOC Financial Support representative may:

- 1. Provide Financial Support
    - a. With GSD Safety Division, assist in analyzing and reporting on injuries and claims resulting from the operation.
    - b. GSD Procurement Division establishes contracts with vendors and interpret contract language and agreements. In order to use an existing contract it must have an emergency services clause.
    - c. Develop reports regarding personnel, equipment hours, and contract services in accordance with FEMA rules related to disaster declarations worked and associated cost.
  - 2. Provide Guidance and Coordination for:
    - a. Documentation supporting all incident cost data.
    - b. Preparation and submission of cost summaries.
    - c. Compliance with City, State and Federal cost accounting.
- C. The Office of Emergency Management is the single point of contact (POC) between the City, State and FEMA for financial matters. The Finance/Admin representative will work closely with the POC regarding submissions and reimbursement for disaster funds:**
- 1. Work closely with each city department to collect cost documentation and prepare for submission to SEMA.
  - 2. Review cost documentation to determine eligibility under FEMA/SEMA guidelines:
    - a. Must follow federal guidelines outlined in 44 CFR part 13 which sets forth administrative requirements for Federal grants and sub-grants to State, local, and Indian tribal governments as well as CFR Part 206 that sets forth the disaster assistance rules applicable to major disasters and emergencies declared by the President.

- b. FEMA has policy guidance that can be found here: <http://www.fema.gov/public-assistance-policy-and-guidance>
- c. Equipment rates must be charged at FEMA approved rates found here: <http://www.fema.gov/schedule-equipment-rates> and not rates that the Departments create. A copy of the rates at the time of the disaster should be printed and kept in the incident file.
- d. State and federal disasters are declared by county. During some disasters not all 4 counties that KCMO lies in are declared. Costs must be able to be broken down by county.
- e. Time and materials contracts may only be used for the first 70 hours. After that it must be based on per unit costs.
- f. The City must check each vendor to ensure that they are not on the federal debarment list and keep a copy of proof of such with the disaster files.
- g. FEMA prohibits the use of cost-plus-percentage-of-cost contract arrangement. Cost must be quantifiable in standard units and not a vendor cost plus a percentage.
- h. Files must be maintained to show the history of procurement actions for the disaster including Requests For Proposals (RFPs), records of phone solicitations, etc. to prove competitive bid practice even under the emergency purchasing rules of the city.
- i. Only overtime for labor class is eligible – their schedule for the whole week needs to be seen because of leave issues affecting OT reimbursement
- j. City Departments must follow the City's rules regarding work time and OT to be eligible for reimbursement.
- k. Individuals that work on multiple projects may only charge equipment and OT for work related to the disaster. Example: A crew with city equipment is removing debris from a disaster, they get called away to address an unrelated issues (attending a mandatory meeting not disaster related) and return to the disaster work. We must deduct the labor and equipment hours during the meeting.
- l. Non expendable supplies purchased for the disaster must be inventoried and made available for inspection upon request of FEMA, Office of Inspector General, etc.
- m. Materials taken from existing inventories for use under FEMA projects must be documented by inventory withdrawal and usage records and billed at the purchase price, not the current retail price.
- n. If credits are issued for any disaster purchases they must be deducted from the claimed costs.